Frequently Asked Questions

Q. I don't have access to a .mil account, can I still sponsor someone on base?

A. Yes. You have to sponsor them in person at a Visitor Control Center.

Q. I don't have access to a .mil account and I won't be available at the time of my guests arrival, can I still sponsor them?

A. Yes. You may submit paperwork in person at the Visitor Center prior to the actual arrival date.

Q. Who can sponsor visitors on the installation?

A. DoD CAC and Teslan card holders that are currently registered in DBIDS and those designated by authorization letters.

Q. What is the vetting process for access?

A. All personnel must go through a series of background checks with a positive outcome prior to access approval.

Q. Will I find out if someone I sponsored is not allowed On the installation?

A. Yes. However, due to privacy concerns exact reasons cannot be divulged to the sponsor. Only the person in question can be given this information.

Q. What if one of my visitors does not want to give me his/her information?

A. Persons not wishing to release their information may stop at any Visitor Center during business hours to be vetted person. Sponsors will add their names to the guest list annotating this request.

Q. I'm hosting an event that is less than 10 days away, what do I do now?

A. Submit the paperwork immediately. The Visitor Center personnel will accommodate your request and assist to ensure your event goes as planned.

Visitor Centers

Walters Street (FSH Main Entrance)
Building 4179
24/7

SAMMC/I35 (BAMC Main Entrance) 24/7 (under construction)

Scott Road (Harry Wurzbach-East)
Building 2843
0600-2200

502d Security Forces Squadron 2404 N. New Braunfels Ave, Suite A Fort Sam Houston, Texas 78234 Phone: (210) 221-2222, DSN-421-2222



502d Security Forces Squadron
ATTN: Visitor Center
2150 Winfield Scott Road
Fort Sam Houston, Texas 78234
Phone: (210) 221-2650/2651, DSN-421-2570
usaf.jbsa.502-abw.mbx.502-sfs-fsh-visitor-control-

center@mail.mil

Special Events





Joint Base San Antonio



Fort Sam Houston



Access Procedures

Procedures

DoD CAC holders wishing to sponsor a "Special Event" on Fort Sam Houston will be required to submit an Entry Authority List (EAL) request for all guests not affiliated with DoD. (Special Events include, but are not limited to birthdays, weddings, personal gatherings, etc...)

The Department of Defense requires all installations conduct a vetting process to determine fitness and eligibility for access. Here's how it's done:

All DoD CAC holders must be registered in DBIDS in order to sponsor Special Events.

Sponsors sending visitor request information via a .mil email, must digitally sign and encrypt the email for the protection of the visitors information. The EAL format will be followed for submission requests.

Sponsors will be notified of results and provided further instructions.

All requests must be submitted no later than 10 days prior to the Special Event.

The guest list must contain the following information for each guest over 18 years of age not possessing a valid DoD access credential:

- * Official Name: (Last, First, MI)
- * Date of Birth
- * Address
- * Driver's License number and State of Issue
- SSN
- Vehicle Information (if driving) Make, Model, License Plate number. State of Issue

If a guest does not wish to relinquish a SSN or a DL number, they may provide the information in person at the Visitor Control Center. This however, will delay entry.

Registration personnel will conduct vetting procedures and notify the sponsor of results. Guests found to have derogatory information during the vetting process will be denied access.

Ensure all guests have valid form of ID (i.e. Driver's License) to present at the entry control point.

The approved list will be provided to the selected entry control point for verification of guests.

Access Control

Whether holding a "Special Event" or having guests stay for a while, the following format will be utilized for all requests:



Cover Sheet (above) and spreadsheet (below) work in conjunction to form as an official request.

Event Title		_	Start Date/Time	End Date/Time				Location of Event			
Personal		Personal II	information	Vehicle Information				Driver's Licens			loense
Full Name (L, F, MI)	Т	DOB	Home Address	Make	Model	Year	Plate #	State	Color	Number	Sta
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Acceptable Proofing Documents

- United States Passport
- Permanent Resident Card/Alien Registration Receipt Card (Form I-551)
- Foreign Passport with a temporary (I-551) stamp or temporary (I-551) printed notation on a machine readable immigrant visa
- An employment authorization document that contains a photograph (Form I-766)
- · Current/Valid Driver's License.
- Identification card issued by Federal, State or local Government Agencies
- U.S. Coast Guard Merchant Mariner Legacy Cards
- U.S. Coast Guard New Merchant Mariner Credential
- Approved Department of Defense (DoD) Privilege Card Holders
- Veterans Identification Card (VIC)

Definitions

Debarment. An Installation Commander may deny an individual access for involvement in the commission of a criminal offense, when access is inconsistent with the interests of national security, when personal conduct reflects negatively on the image of the US overseas, or when access adversely affects the health, safety, or morale of personnel on that installation.

Escort Authority. Escort authority allows an individual, with an authorized form of identification that certifies they have been successfully identity proofed and favorably vetted per this instruction, to vouch for any vehicle occupants, or pedestrians if walking through a pedestrian gate, and escort personnel onto an installation without identity proofing or vetting them.

Escorted Individuals. Personnel who require access, without determination of fitness, who must be accompanied by a sponsor with authorization to escort the individual. The escort requirement is mandated for the duration of the individual's visitation period. Non-DOD Foreign visitors must be vetted and issued an access credential prior to entry.

Fitness. Level of character and conduct determined necessary for the basis of access control decisions.

Identity proofing. The process of providing sufficient information (e.g., identity history, credentials, documents) when attempting to establish an identity.

Sponsor. The person affiliated to a DoD or other Federal agency who takes responsibility for verifying and authorizing the applicant's need for an identification card.

Sponsorship. Allows approved individuals affiliated with the DoD to take responsibility for verifying and authorizing an applicant's need for a locally produced identification credential to facilitate unescorted access to an installation.

Unescorted Individuals. Personnel who have been identity proofed and favorably vetted are eligible for unescorted access within the installation; but are, however, still subject to any controlled or restricted area limitations, as appropriate.

Vetting. An evaluation of an applicant's or a card holder's character and conduct for approval, acceptance or denial for the issuance of an access control credential for physical access.